

NOV-JSG 000292

## INSTRUCTIONS

Instructions: Use this checklist during the field session to evaluate operator proficiency. It can also be used for periodic evaluation to ensure that operators are continuing to operate forklifts properly.

Operator Name		Evaluator Name	
JOSE GARZA		BILL BUTLER	
Date Of Evaluation	Equipment Operated		
07/28/05	H542250		

  

Operator Behaviors	Good	Fair	Poor	N/A	Comments
<b>Preuse Inspection</b>					
1. Follow the Operator's Daily Checklist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Look for damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Document all findings on this checklist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lifting Up A Load</b>					
1. Square up on the center of the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Stop with the forks about 1 foot from the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Clear personnel from the area near the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Level the forks; then slowly drive forward until the load contacts the carriage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Lift the load carefully and smoothly until it is clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Tilt the mast back slightly to stabilize the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Look over both shoulders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. After out and stopped, lower the load to travel height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Traveling</b>					
1. Do not raise or lower the load and forks while traveling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Maintain a safe speed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Observe all traffic rules, warning signs, floor load limits and overhead clearances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Keep arms and legs inside the forklift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Follow other vehicles at a safe distance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Slow down when cornering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Use the horn to alert others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Travel with the load facing uphill while on a ramp or incline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Stop smoothly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Putting Down A Load</b>					
1. Make sure there is sufficient clearance for the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Clear personnel from the area near the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Square up to the location; then stop about 1 foot away.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Operator Behaviors	Good	Fair	Poor	N/A	Comments
<b>Putting Down A Load (continued)</b>					
4. Raise the load to placement level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Move slowly forward.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. If the load is on a pallet, lower it into position and lower the forks further.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Look over both shoulders before backing out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Back straight out until the forks have cleared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Lower the forks to traveling position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Parking</b>					
1. Fully lower the forks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Neutralize the controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Set the brakes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Turn off the power.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. If parked on an incline, block the wheels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Park only in authorized areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fueling And Battery Recharging</b>					
1. Engine off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Fire extinguisher nearby.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Proper Personal Protective Equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Safe fueling and battery recharging procedures followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Spills cleaned up immediately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

☒ Based on my evaluation, the operator has successfully completed the evaluation and is qualified to operate the following equipment:

☐ Based on my evaluation, the operator has not demonstrated competence in operating the following equipment:

Equipment Type

Equipment Type

Evaluator Signature

Bill Butler

Operator Signature

Joe Garza



NOV-JSG 000293

# Forklift Operator Evaluation Form

Instructions: Use this checklist during the field session to evaluate operator proficiency. It can also be used for periodic evaluation to ensure that operators are continuing to operate forklifts properly.

Operator Name <u>Jose A. Garcia</u>		Evaluator Name <u>Bill Baker</u>	
Date of Evaluation <u>03/29/06</u>		Equipment Operated <u>Hyster 50 Forklift</u>	

  

Operator Behaviors		Good	Fair	Poor	N/A	Comments
<b>Preuse Inspection</b>						
1. Follow the Operator's Daily Checklist.						
2. Look for damage.						
3. Document all findings on the checklist.						
<b>Picking Up A Load</b>						
1. Square up on the center of the load.						
2. Stop with the fork tips about 1 foot from the load.						
3. Clear personnel from the area near the load.						
4. Level the forks; then slowly drive forward until the load contacts the carriage.						
5. Lift the load carefully and smoothly until it is clear.						
6. Tilt the mast back slightly to stabilize the load.						
7. Look over both shoulders.						
8. After out and stopped, lower the load to travel height.						
<b>Traveling</b>						
1. Do not raise or lower the load and forks while travelling.						
2. Maintain a safe speed.						
3. Observe all traffic rules, warning signs, floor load limits and overhead clearances.						
4. Keep arms and legs inside the forklift.						
5. Follow other vehicles at a safe distance.						
6. Slow down when cornering.						
7. Use the horn to alert others.						
8. Travel with the load facing uphill while on a ramp or incline.						
9. Stop smoothly.						
<b>Putting Down A Load</b>						
1. Make sure there is sufficient clearance for the load.						
2. Clear personnel from the area near the load. Square up to the location; then stop about 1 foot away.						

Operator Behaviors		Good	Fair	Poor	N/A	Comments
<b>Putting Down A Load (continued)</b>						
4. Raise the load to placement level.						
5. Move slowly forward.						
6. If the load is on a pallet, lower it into position and lower the forks further.						
7. Look over both shoulders before backing out.						
8. Back straight out until the forks have cleared.						
9. Lower the forks to traveling position.						
<b>Parking</b>						
1. Fully lower the forks.						
2. Neutralize the controls.						
3. Set the brakes.						
4. Turn off the power.						
5. If parked on an incline, block the wheels.						
6. Park only in authorized areas.						
<b>Fueling And Battery Recharging</b>						
1. Engine off.						
2. Fire extinguisher nearby.						
3. Proper Personal Protective Equipment (PPE).						
4. Safe fueling and battery recharging procedures followed.						
5. Spills cleaned up immediately.						

☒ Based on my evaluation, the operator has successfully completed the evaluation and is qualified to operate the following equipment.

☐ Based on my evaluation, the operator has not demonstrated competence in operating the following equipment.

Equipment Type

Equipment Type

Evaluator Signature

Operator Signature

NOV-JSG 000083

ASSEMBLY MECHANIC		JOB SKILL ATTRIBUTES RATINGS		EMPLOYEES	
DEPT DRAWINGS	SUB-ASSY CELL	4/26/07	REVIEW DATE		
		JOSE GARZA			
0-3	Performs well below the required proficiency level for all job requirements and must improve.				
4-6	Performs somewhat below the required proficiency level for all job requirements and needs some improvement.				
7-16	Performs at the required proficiency level for all job requirements.				
17-19	Performs somewhat above the required proficiency level for all job requirements.				
20-22	Performs well above the required proficiency level for all job requirements.				
JOB SKILL ATTRIBUTES		JOB SKILL RATINGS			
1	Demonstrates the ability to read, interpret and understand complex blue prints, sketches, bills of materials, work orders, and procedures.	8			
2	Demonstrates the ability to apply general math skills and to use micrometers, calipers, dial gauges, etc. to ensure that subassemblies are assembled within required tolerances.	15			
3	Demonstrate the ability to use torque wrenches, hydraulic rams, air tools and test equipment to efficiently and safely perform the assembly process. Maintain functioning tools and return tools to proper location.	15			
4	Demonstrates proficiency in 1 or more types of assembly procedures, including safe and proper production techniques.	16			
5	Demonstrates the ability to assemble parts and components within the specified tolerances, in time with the production schedule and standard work hours, and with minimal re-work.	13			
6	Demonstrates the ability to safely and properly operate and handle shop equipment and expendables, such as, oxygen acetylene bottles, hoses, safety equipment, forklifts, cranes, slings, chains, other shop supplies and promptly report defective equipment.	15			
7	Performs and regularly documents in-process inspections accurately to ensure parts and assemblies meet production specifications and quality standards.	15			
8	Operates and maintains test equipment. Demonstrates proficiency in one or more types of testing.	6			
9	Perform work using safe and proper techniques. Ensures that safety and test procedures are understood and followed by all individuals in area.	7			
10	Communicates effectively with production personnel, engineering or others by providing constructive feedback in problem solving efforts.	14			
B	Demonstrates the ability to perform multiple tasks outside the scope of the current work assignment while maintaining production.	10			
S	(Use 10-20 points since we are grading PROFICIENT machine operation or other task performance.)	13			
TOTAL SKILL SCORES		134			

DEPARTMENT TALLY SHEET

NATIONAL OIL, CELL



NOV-JSG 000084

WORK PERFORMANCE ATTRIBUTES		WORK PERFORMANCE RATINGS									
16-20 pts	11-15 pts	6-10 pts	0-5 pts	EMPLOYEES							
Employee consistently exceeds the job requirements.	Employee consistently performs to meet the job requirements and no improvement is needed.	Employee occasionally performs below the job requirements and needs improvement in some areas.	Employee performs consistently below the job requirements and needs significant improvement.								
1				ATTENDANCE - Employee demonstrates dependability by coming to work each day and on special shifts, as scheduled.	14						
2				PUNCTUALITY - Employee demonstrates dependability by consistently coming to work on time and promptly observes scheduled breaks.	14						
3				AVAILABILITY - Employee demonstrates dependability by working through scheduled shifts and working overtime, including weekends, as agreed.	15						
4				PERSONAL TOOLS - Employee maintains required tools for specified job position.	16						
5				INITIATIVE - Employee readily volunteers for increased responsibility, takes independent actions, looks for and takes advantage of opportunities, but asks for help when needed.	16						
6				TIME MANAGEMENT - Employee effectively manages time to complete work in the allotted time.	15						
7				HOUSEKEEPING - Employee maintains a clean and safe work area.	17						
8				SAFETY AWARENESS - Employee performs work safely and observes safety and environmental rules. Promptly reports violations of safe work practices, unsafe equipment and environmental hazards.	16						
9				TEAMWORK - Employee works well with others.	10						
10				SUPERVISORY AND CO-WORKER RELATIONSHIPS - Employee co-operates and works effectively with Supervisory / Lead personnel and provides training as needed.	12						
11				JUDGEMENT - Employee displays a willingness to make decisions, while including needed people in the process. Displays sound, common sense judgments.	12						
12				RESPECT FOR COMPANY EQUIPMENT - Employee properly uses and maintains company equipment and reports defective, malfunctioning and equipment out of calibration.	15						
13				PAPERWORK ACCURACY - Employee completes ALL work related paperwork accurately and on time. (Includes time cards, labor cards, WIP sheets, test sheets, etc.)	15						
14				FLEXIBILITY - Employee is flexible in performing varied work assignments. Readily accepts new and different work assignments when requested.	16						
WORK PERFORMANCE SCORES				203							
JOB SKILL SCORES				134							
EMPLOYEE TOTAL SCORES				337							